

## STUDENT CONDUCT ADDENDUM 2021-22

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The following described behaviors constitute misconduct in which disciplinary sanctions will be imposed.

### **Cheating**

Cheating is committing fraud and/or deception on a record, report, paper, computer assignment, examination, or any other course requirement. Examples of cheating include:

- Obtaining work or information from someone else and submitting it under one's own name.
- Using unauthorized notes, or study aids, or information from another student or student's paper on an examination.
- Communicating answers with another person during an exam.
- Altering graded work after it has been returned, and then submitting the work for re-grading.
- Allowing another person to do one's work and submitting it under one's own name.
- Preprogramming a calculator, or other electronic devices, to contain answers or other unauthorized information for exams.
- Taking an exam for another person or having someone take an exam for you.
- Fabricating data which were not gathered in accordance with the appropriate methods for collecting or generating data and failing to include a substantially accurate account of the method by which the data were gathered or collected.

### **Plagiarism**

Plagiarism is representing someone else's ideas, words, statements, or other work as one's own without proper acknowledgment or citation. Examples of plagiarism include:

- Copying word for word or lifting phrases or a special term from a source or reference, whether oral, printed, or on the internet, without proper attribution.
- Paraphrasing, that is, using another person's written words or ideas, as if they were one's own thought.
- Borrowing facts, statistics, graphs, or other illustrative material without proper reference, unless the information is common knowledge, in common public use.

### **Unacceptable collaboration**

Collaboration is unacceptable when a student works others on an assignment and then submits work represented explicitly or implicitly as the student's own individual work. Using answers, solutions, or ideas that are the result of collaboration without citing the fact of collaboration is improper. Students also engage in unacceptable collaboration when they expressly have been instructed to do their own work and have not been given prior approval by the instructor to collaborate.

### **Aiding and Abetting Dishonesty**

Providing material or information to another person with knowledge that these materials or information may be used improperly. This includes both deliberate and inadvertent actions.

### **Classroom disturbances**

Classroom disturbances can also serve to create an unfair academic advantage for oneself or disadvantage for other students. Some examples include:

- Interference with the course of instruction or an exam.
- Disruption of classes or other school activities.
- Disrespecting the teacher, other students, or the presented materials.
- Using electronics for calling, texting, or surfing the internet.
- Failure to comply with the instructions or the class's rules and regulations.

## **Bullying**

Bullying happens when someone continues hurting, frightening, threatening or leaving someone out on purpose. Bullying behaviors include, but are not limited to, the following:

- Hurting someone physically by hitting, kicking, tripping or pushing.
- Stealing or damaging another person's things.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Spreading rumors or untruths about someone.
- Using put-downs, i.e., insulting someone's race or beliefs.
- Leaving someone out on purpose or trying to get other students not to play with someone.
- Cyber- bullying, i.e, sending a threat or making fun of others by using cyber technique devices.

## **Falsification of Data, Records, and Official Documents**

- Fabrication of data
- Altering documents affecting academic records
- Misrepresentation of academic status
- Forging a signature of authorization or falsifying information on an official academic document, grade report, letter of recommendation/reference, letter of permission, or a petition.

## **Unauthorized Use, Tampering, or Damaging School Property**

- Unauthorized or malicious interference or tampering with computers or other school electronics
- Stealing or damaging books or other materials
- Failing to return textbooks or other borrowed materials
- Damaging or misusing school lockers or failing to clean the locker at the end of the school year
- Any form of graffiti on school property of any kind

## **Use of Electronic Devices in the Classroom**

- The use of mobile phones (calling, texting, surfing the internet) is prohibited in the school. Any needed phone call can be made from the main office.
- Ringtones must be turned off the whole time.
- Students cannot use school WI-FI unless they are using the net for schoolwork and unless they have obtained the teacher's permission in advance.
- The use of calculators is subject to the teacher's approval and regulations in the classroom.
- Calculators that have memory or can be connected to the WI-FI are prohibited during quizzes, tests, and exams.
- The use of tablets and laptops is subject to the classroom teacher's approval class regulations.
- The school will not be held responsible in any capacity for physical damage, loss or theft of any personally-owned device.
- Student use of a personally-owned device must support the instructional activities currently occurring in the school environment.
- Student devices with camera and video capability must not be used to impinge upon the privacy of students and staff.
- At the school: before the class, and after school day ends, students may use their personally-owned devices only for instructional purposes and only in adult-supervised areas.

- By bringing personally owned devices to school, students and their families accept that school authorities may inspect the device and its contents to ensure compliance with school codes of conduct.
- Students use the guest wireless network at their own risk. The school will not be held responsible for any damage that may occur as a result of connecting to the Guest wireless network or any electrical power source.
- The parents and/or guardians of any student bringing personal technology to school are responsible for and will be required to reimburse the school for any damage that their child may cause through the use of Guest wireless network with his/her personally-owned device.

### **Other Forms of Misconduct**

1. Disruption or obstruction of teaching, administration, disciplinary proceedings, or school events.
2. Use of foul and/or inappropriate language or gestures.
3. Conduct that threatens or endangers the safety of any person, including, but not limited to, physical abuse, verbal abuse, threats, intimidation, and harassment.
4. Attempted or actual theft of school properties or damaging them.
5. Hazing, which is defined as an act which endangers the safety of a student, or which destroys or removes school's property.
6. Telephone or Internet harassment, which shall include:
  - Making calls containing lewd or obscene remarks
  - Making calls intended to harass or harm whether or not conversation ensues
  - Making the telephone ring repeatedly with intent to harass or harm
  - Sending text, picture, or video messages with intent to harass or harm.
7. Violation of the school's policies whether they were dress-code related or other policies.
8. Unauthorized presence in or use of the school's facilities, or property.
9. Violation of federal, state or local law.
10. Possession or use of firearms, explosives, weapons, or dangerous chemicals.
11. Abuse of the SGA Program, including but not limited to:
  - Falsification, distortion, or misrepresentation of information.
  - Attempting to discourage an individual's proper participation in.
  - Verbal, written, phone, or physical harassment, and/or intimidation of a member of the SGA board.

## Consequences

We expect our students to be respectful to others and to our school's rules at all times. However, if a student is found in violation of the student conduct, he or she is subject to the following consequences:

- First violation might result in receiving a lower grade, receiving zero, loss of recess time, or confiscating the electronic device, depending on the misconduct. Teachers will document the incident and file it with the school administration.
- Second violation will result in calling the parents and in some cases a parent conference will be arranged.
- In the case of three or more violations, the student will receive suspension in the school [duration is determined by the teacher, administration and the type of violation]. The student also has to sign a behavior contract.
- The school reserves the right to expel the student in some extreme cases.

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### Student signature:

I, \_\_\_\_\_, have read the student misconduct section and understand that a violation of these guidelines may result in loss of privileges and possible disciplinary measures. I will do my best to be responsible and respect these policies.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent or Guardian signature:

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_, have read and reviewed the student misconduct section. I understand that my son/daughter will face a disciplinary action if he/she violates the stated rules above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_